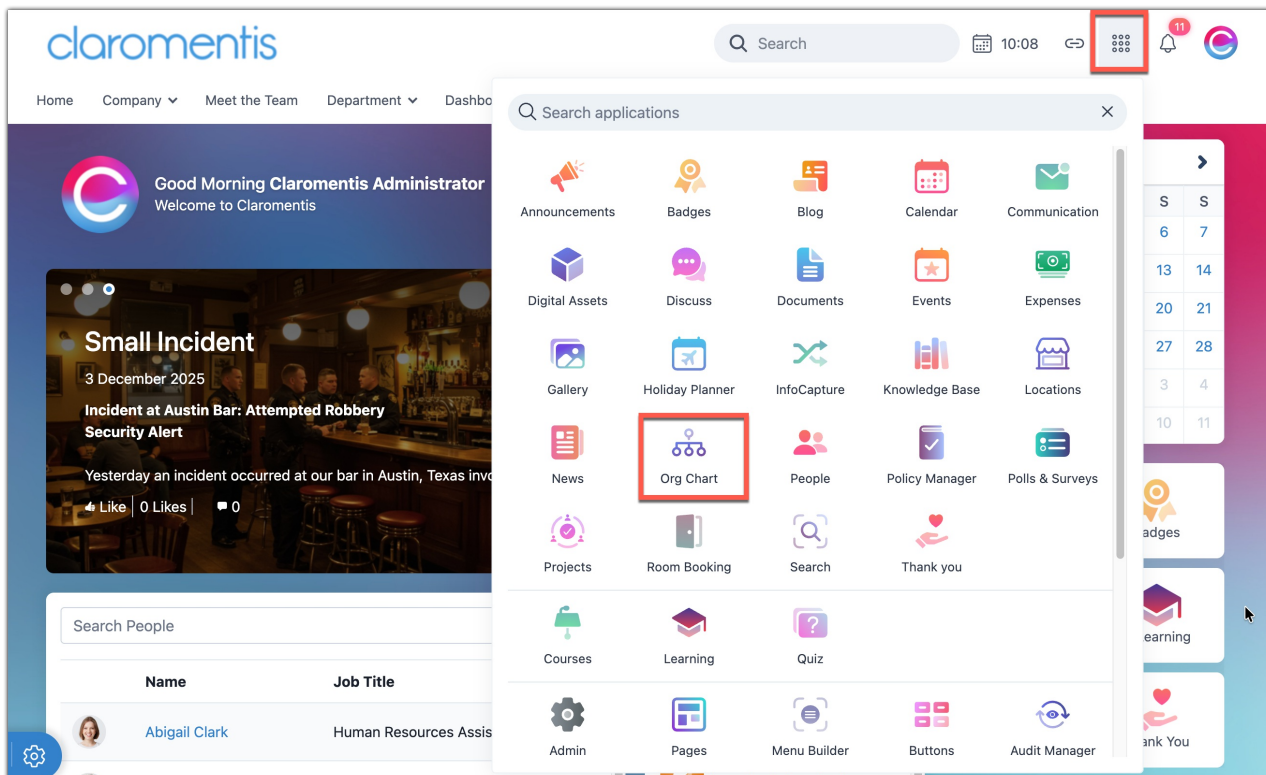


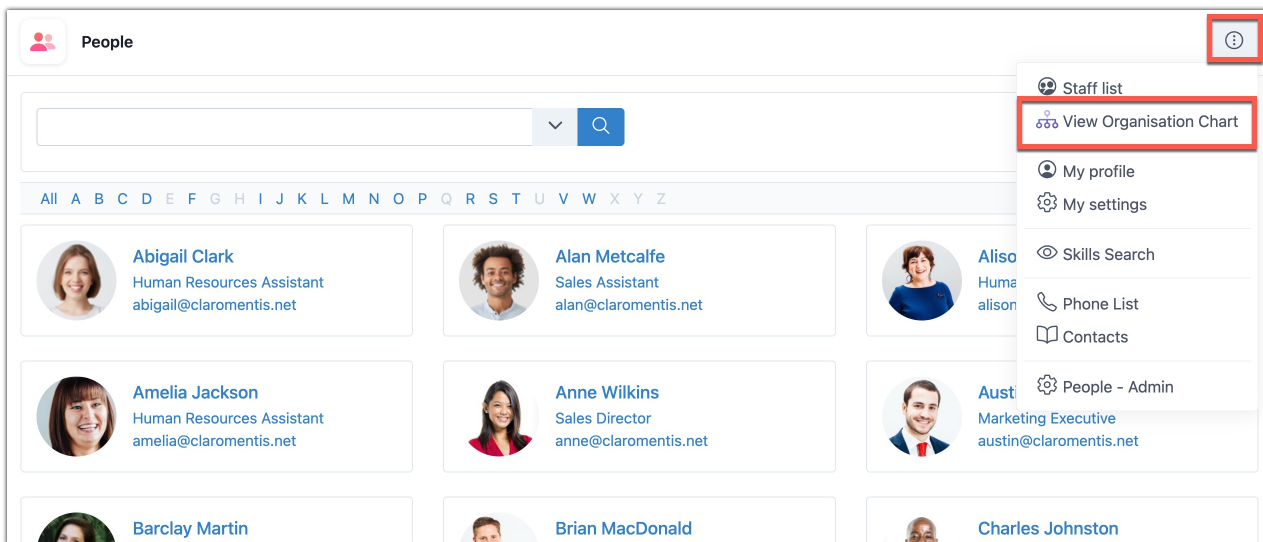
Org Chart: Front End

Opening the application

End users can open the Org Chart application from the [Application List](#) (if they have permissions to view the icon there)

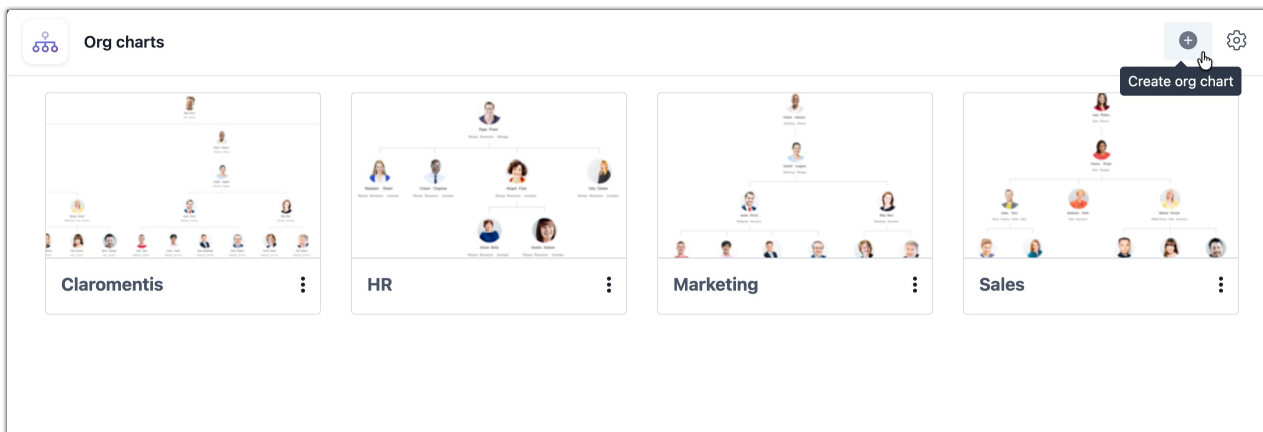


Or from the [front end of the People](#) application, using the option under the 3-dot menu:



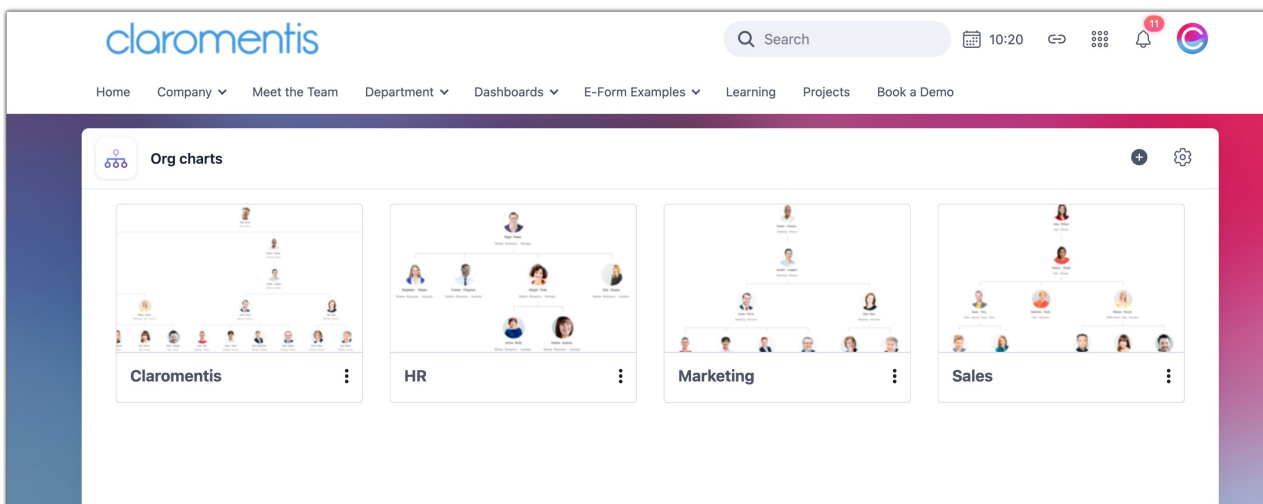
Creating a Chart

The button to [create a new chart](#) will only appear to users who have been permitted on the [admin side](#) by administrators.

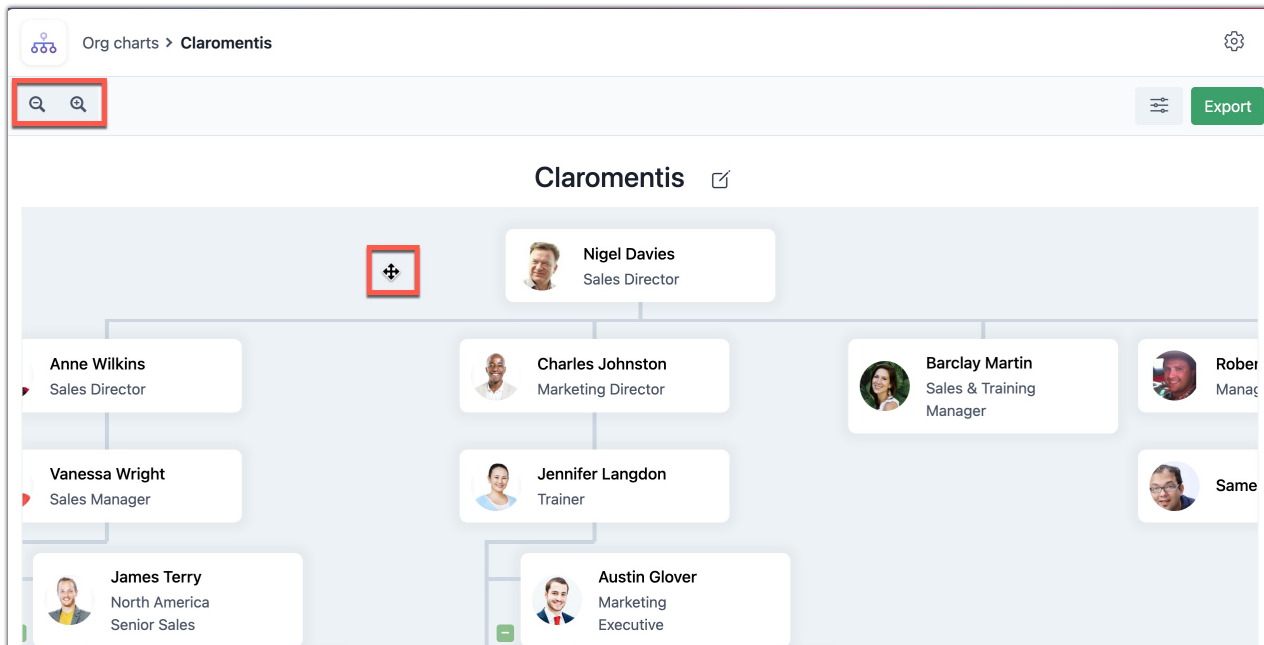


Viewing Charts

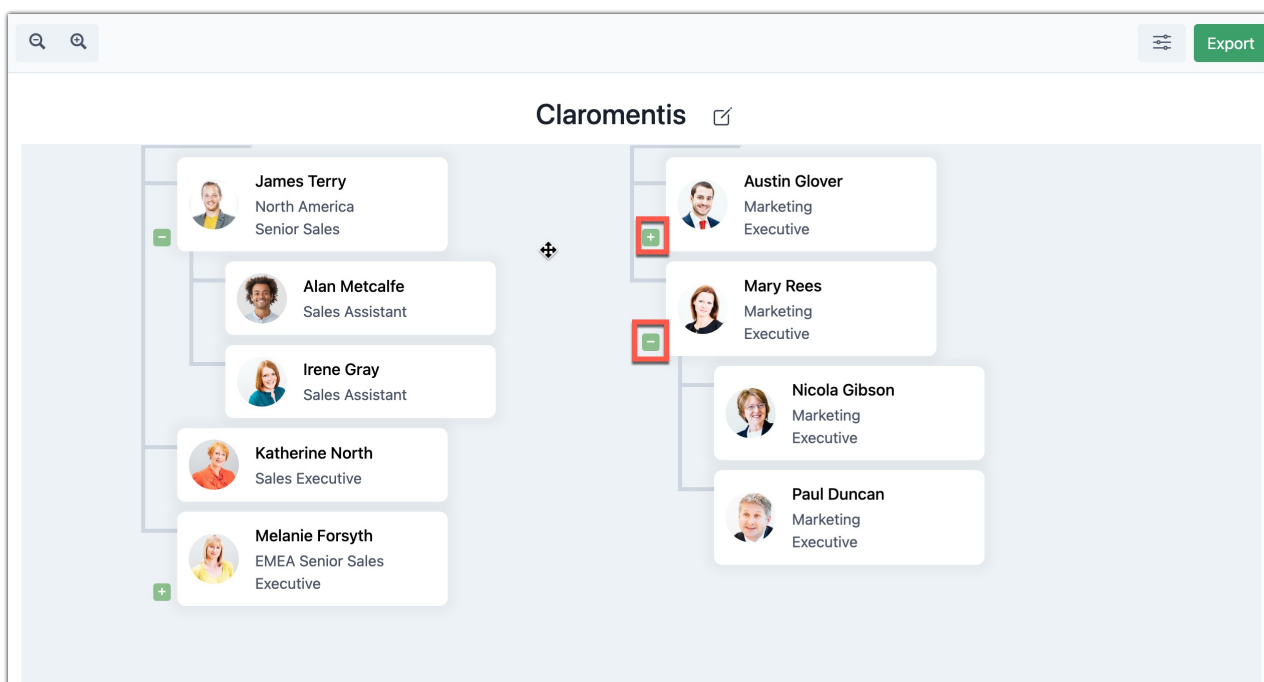
Charts the user has been [permitted to see](#) will appear listed for them to browse:



Clicking on a chart will allow them to see it in its entirety and navigate around by clicking and dragging or using the Zoom buttons:

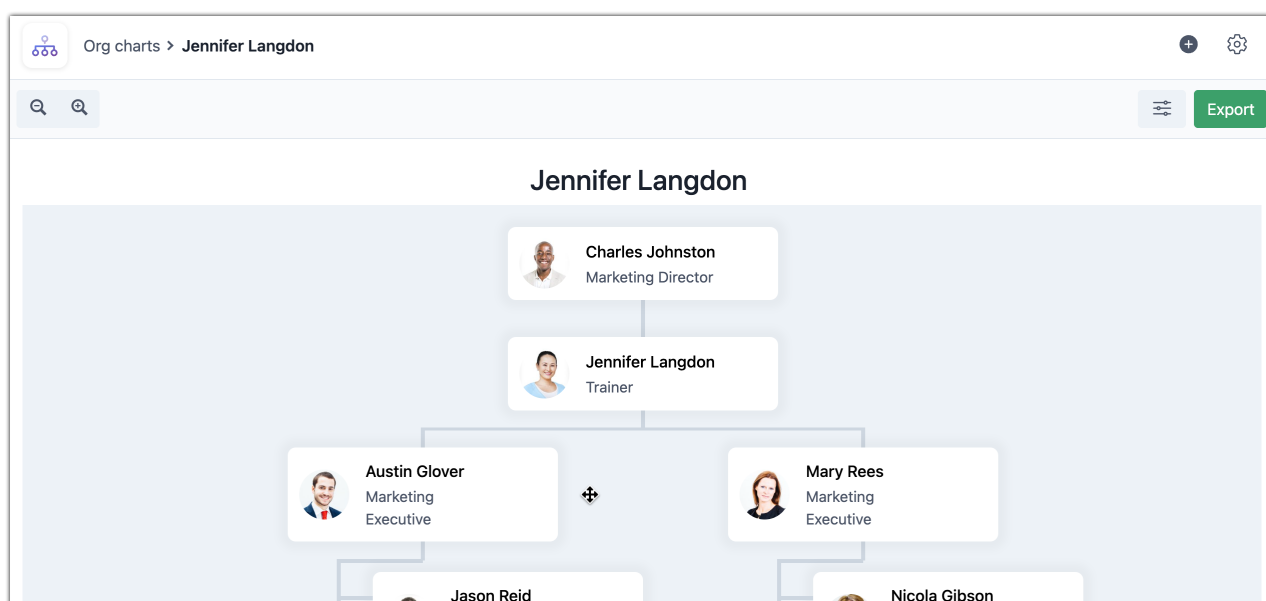
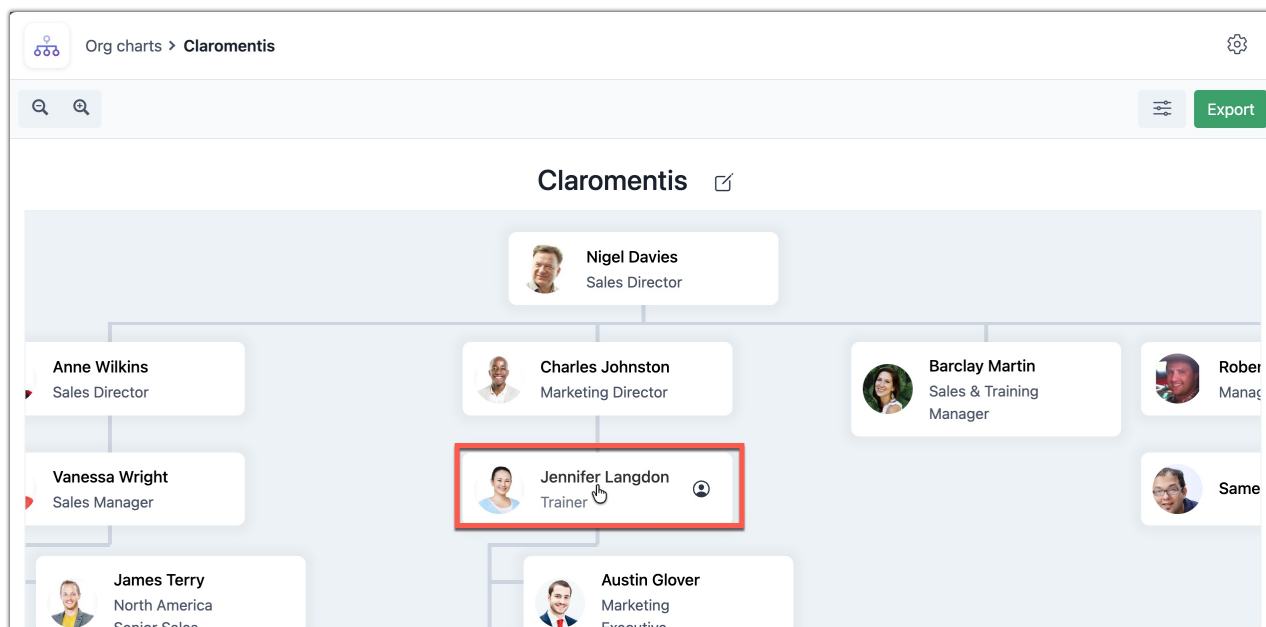


Branches of the chart can be collapsed/expanded using the plus and minus icons:

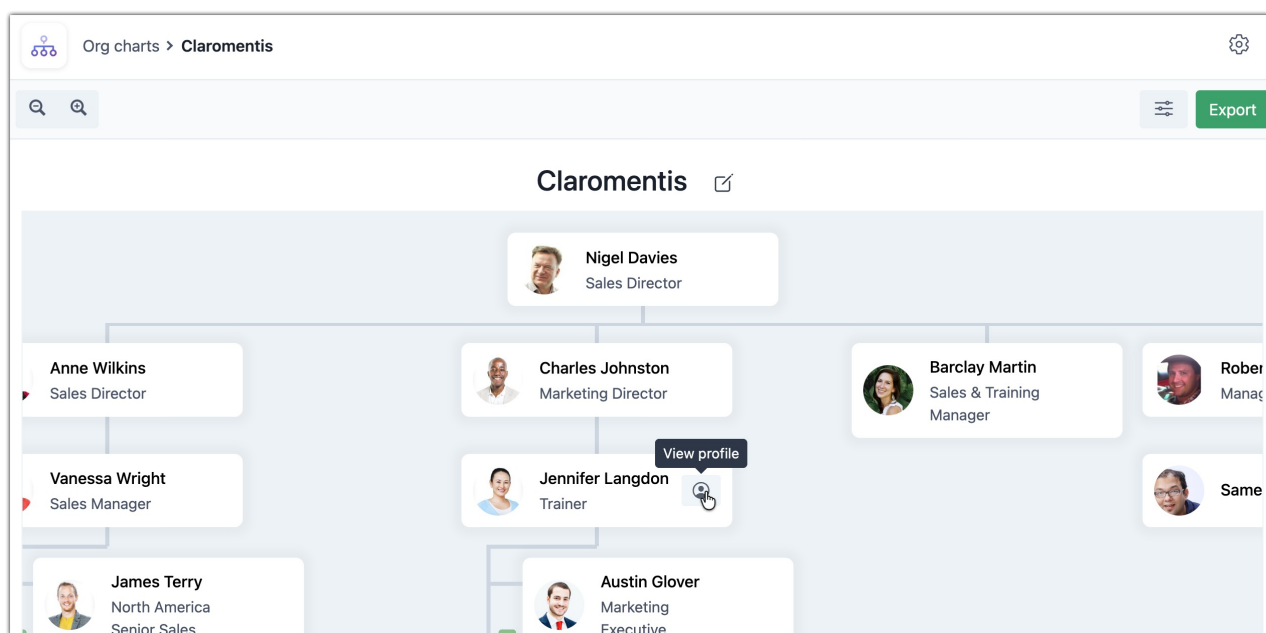


Other options

Click on a user to open a chart that focuses on them:



Or click the 'view profile' icon to open their user profile from the front end of People:



People > Profile

Jennifer Langdon
Trainer
jennifer@claromentis.net

Manager
Charles Johnston
Marketing Director

Direct Reports
Austin Glover
Marketing Executive
Mary Rees
Marketing Executive

Address
Towerpoint
44 North Road
Brighton
East Sussex
BN1 1YR

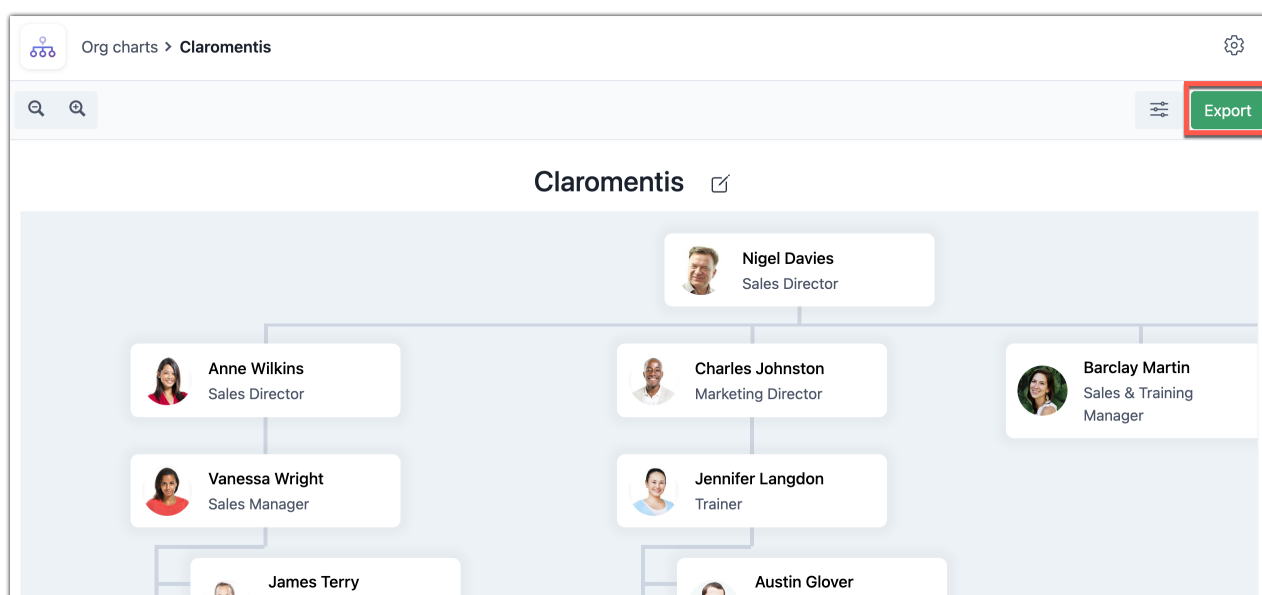
Landline
+44 (0)1273 666355

Badges

Endorsements
Marketing

6

A chart can be downloaded as a PNG using the 'export' button, too:



Created on 24 December 2025 by [Hannah Door](#)

Tags: [intranet](#), [people](#), [user guide](#)